

MINUTES

I. **Monthly Meeting**

a. **Call to Order:** Chair Suzanne Woodward called the meeting to order at 6:05 pm.

b. **Roll Call:**

Members Present: Suzanne Woodward (Chair), William Brower (Vice Chair), Raymond Smith, Stuart Peaslee (Alt), Martin Nieski, Dorothy Durst, Robert Laurens, Victory Peabody

Members Absent: N/A

Others Present: Tina Lajoie, Members of the Public

II. **Designation of Alternates:** None.

III. **Review Minutes of December 9, 2019:**

It was clarified that reference to inviting Atty. Roberts to present to ZBA members was relative to holding a training session for members, and specifically to assist newer members better understand the process and procedures relative to ZBA's duties and responsibilities. Ms. Lajoie shared that a training session is scheduled for the next PZC meeting on February 6, at 7 pm. IWWA and ZBA members were invited to attend.

Mr. Brower revisited his concern about his previous question relative to the difference between a zoning opinion and a zoning decision. Ms. Lajoie stated that the matter in question was not a decision, but rather a letter of opinion. Mr. Brower again used the Box Car permit appeal as an example because that was appealable. Ms. Lajoie stated the Box Car appeal was filed within the proper time frame, and each situation is different. This will be discussed later in the meeting.

William Brower **MOVED** to **APPROVE** the meeting minutes of December 9, 2019 as presented; Robert Laurens **SECONDED**; Dorothy Durst **ABSTAINED**. **MOTION CARRIED.**

IV. **New Business:**

a. **Election of Officers:** The positions of Chairman, Vice Chairman and Secretary were up for election. Chair Woodward has been Chair of the ZBA for two years and felt it was time for someone else to step into the role.

Suzanne Woodward **MOVED** to **NOMINATE** Martin Nieski as Chairman of the Zoning Board of Appeals; William Brower **SECONDED**; **MOTION CARRIED UNANIMOUSLY.**

William Brower **MOVED** to **NOMINATE** Suzanne Woodward as Vice Chair of the Zoning Board of Appeals; Stuart Peabody **SECONDED**; **MOTION CARRIED UNANIMOUSLY.**

Suzanne Woodward **MOVED** to **NOMINATE** Robert Laurens as Secretary of the Zoning Board of Appeals; William Brower **SECONDED**; **MOTION CARRIED UNANIMOUSLY.**

b. **2020-2021 Budget:** Chair Woodward stated the current fiscal year budget totals \$1,000. The only item to be budgeted for in the next fiscal year (FY 2020-21) is Ms. Lajoie's attendance at meetings. Attorney fees are taken from a separate budget line item as well as the recording secretary's compensation. Legal notice expenses are taken from the ZBA budget. It was recommended to maintain the \$1,000 beginning budget balance for FY 2021.

William Brower **MOVED** to **APPROVE** the FY 2020-2021 Budget at \$1,000; Suzanne Woodward **SECONDED**; **MOTION CARRIED UNANIMOUSLY.**

- c. **Legal Training – Date & Time:** It was reiterated that the legal training session will be held on Thursday, February 6, 2020 at 7 pm, at the PZC meeting. ZBA and IWWA members were invited to attend.

V. Old Business:

- a. **Legal Question – What’s the difference between an opinion and a decision:** Mr. Brower recommended that this subject be included in the legal training session on February 6. Ms. Lajoie confirmed that Atty. Roberts is aware of this item and it will be added to the February 6 agenda. Ultimately, Mr. Brower would like to ensure that this item be clarified and that town residents receive proper due process by the ZBA and ZEO in the future. Further discussion ensued relative to members’ viewpoint on this subject.

Mr. Brower left the meeting.

VI. Correspondence and Bills: Suzanne Woodward **MOVED** to **APPROVE** two Stonebridge Press invoices totaling \$132.30; Robert Laurens **SECONDED**; **MOTION CARRIED UNANIMOUSLY.**

- a. **Zoning Regulations effective May 15, 2019:** Ms. Lajoie will be distributing new Zoning Regulations, as some members do not have the most recent version.
- b. **Confederation of Planning & Zoning Agency Quarterly Newsletter:** This newsletter was distributed to ZBA members prior to the meeting as an information item.
- c. **Bill for Zoning Enforcement Officer’s attendance at December 9, 2019 meeting:** Newly elected Chairman Martin Nieski recommended that Ms. Lajoie not attend every meeting unless certain circumstances require the ZEO be present. She was agreeable to this new process. She will update ZBA members on pertinent information via email as appropriate. Mr. Peaslee felt that the ZEO should be present at meetings, as well as Ms. Durst. Ms. Woodward referenced a bill for the ZEO’s time of three-quarters of an hour at the December 9, 2019 meeting for \$30.00.

A motion was not required for paying the above referenced invoice of \$30.00. Invoices under \$100 do not require a motion of the ZBA.

VII. Citizens Comments: Citizen Dorothy Durst, Barlow Cemetery Road, suggested as a matter of information only, that ZBA members receive the list of approved permit applications that fall under the ZEO’s approval authority, which is distributed to PZC members prior to the PZC meetings. Discussion ensued and no further action was taken on this suggestion.

VIII. Adjournment: Martin Nieski **MOVED** to **ADJOURN**; Robert Laurens **SECONDED**; **MOTION CARRIED UNANIMOUSLY.** The meeting **ADJOURNED** at 7:05 pm.

Respectfully submitted by Cynthia Brown, Recording Secretary. **DISCLAIMER:** These minutes have not yet been approved by the ZBA. Please refer to next month’s minutes for approval/amendments.